



Town of Berwyn Heights

5700 Berwyn Road
Berwyn Heights, MD 20740
Code Tel. (301) 513-9331
Town Tel. (301) 474-5000
Fax (301) 474-5002

PROPERTY OWNER AND TENANT RESPONSIBILITIES FORM

The Code Compliance Office handles all code and ordinance complaints, building permits and rental inspections and is available at code@berwynheightsmd.gov and (301) 513-9331. The Town Office, located at 5700 Berwyn Road, operates Monday through Friday from 8:30 a.m. – 5:00 p.m.; the phone number is (301) 474-5000. The Town Government consists of a Mayor, Mayor Pro Tem, and three Council Members. Town Meetings are held the second Wednesday of each month at 8:00 p.m. in the Town Office. Residents are encouraged to attend.

The Police Department, located at 5411 Berwyn Road, operates 24 hours a day for your safety. Please call 911 for emergencies. The non-emergency, administrative phone number for the Berwyn Heights Police Department is (301) 474-6554. Free parking decals are available at the Police Department to assist Town public safety personnel in identifying vehicles that belong to residents. The Fire Department, located at 8811 60th Avenue, is also available 24 hours a day for your safety. If it is an emergency, please call 911; if it is a non-emergency, please call (301) 474-7866.

The Public Works Department has refuse and yard waste pickup North of Pontiac on Monday and Thursday; South of Pontiac on Tuesday and Thursday of each week. Recycling collection for the entire Town is on Wednesday. Questions regarding trash pickup should be directed to (301) 474-6897. Please check berwynheightsmd.gov for holiday schedule changes and important notices.

Property owners and tenants should consult two State of Maryland websites for additional information:

- Maryland Attorney General offers tips for property owners and tenants, available online at <http://www.marylandattorneygeneral.gov/Pages/CPD/landlords.aspx>
- Maryland Courts offers information for property owners and tenants, available at <http://www.courts.state.md.us/legalhelp/housing.html>

As a Berwyn Heights resident or rental property owner, you should be aware of the following rights and responsibilities to safeguard the health, safety, and welfare of the community:

Tenants' Responsibilities:

- Each tenant shall comply with all applicable provisions of all Town codes, regulations and ordinances, and in particular:
 - Keep the premises safe and sanitary.
 - Dispose of all refuse, recycling, and other waste in a clean, safe, and sanitary manner.
 - Conduct themselves and require other persons on the premises with tenants' consent to conduct themselves in a manner that will not disturb your neighbors' peaceful enjoyment. Nuisance behavior such as public drinking or drunkenness, public urination, unlawful sale, furnishing or consumption of alcoholic beverages or controlled substances constitute violations of Town ordinances. Repeat offenders are subject to possible revocation or denial of the rental license and eviction.
 - Vehicles parked on the street must bear current, valid license plates and be parked, in accordance with Town's Ordinance 119 (Parking), passenger side to the curb and no more than twelve (12) inches from the curb. Vehicles may not be left idling while unattended.
 - No more than five (5) non-related tenants are permitted to occupy a rental premise.

Property Owners' Responsibilities:

- No property owner may prevent any tenant from talking to a Code Official or any other Town officials.
- The property owner shall maintain the shared or public areas of the rental unit in a clean and sanitary condition.
- The property owner shall maintain the property owner-supplied equipment and fixtures in good and proper operating condition.
- The property owner shall be responsible for extermination of pests within the rental unit.
- The property owner shall be responsible for the continued rodent-proof condition of the structure.
- The property owner shall supply adequate refuse, recycling, and yard waste containers.
- The property owner shall be responsible for hanging all screens and double or storm doors and windows as required in Ordinance 120 and any rules or regulations adopted pursuant to Ordinance 120.